

Silver Flag Exercise Site

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Customer and Ordering Officer Training



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- **Centralized vs. Decentralized Contracting**
- **Ordering Officer Appointment and Authority**
- **Customer / Ordering Officer Training**
- **Unauthorized Commitments**

References

- **AFFARS, Appendix CC**
 - CC-403
 - CC-502-1(b)(10)(11)(13)
 - CC-502-2(c)
 - **AFLMA CCO Handbook**
 - Pages 28 - 33
 - Appdx 3, pages 71 - 78
 - Appdx 4, pages 79 - 80
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Centralized versus Decentralized Contracting

- **Centralized - CCO Centered**
 - **Contracting makes all the purchases**

- **Decentralized - Customer Centered**
 - **Non-contracting personnel are authorized to make certain purchases after being properly trained**



Centralized Contracting

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■ Positive

- CCO has control over all the contingency funds expended**
- Save money**
 - There are no redundant items bought by several customers**
- CCO has positive control over all acquisitions**
 - Ensure rules are followed**

■ Negative

- Time intensive - CCO does all the work**
- Labor intensive - too much ppwk for small dollar purchases**
- Takes time for the customer to get what they want,**

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when they want it



Decentralized Contracting

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■ Positive

- Customer gets what they want, when they want it
 - Equals: Happy customers**
- Saves time for CCO to concentrate on large dollar purchases**
- Saves on administrative costs**

■ Negative

- Lose control of deployed funds**
- Redundant purchases**
- Lack of functional coordination**
- Unauthorized commitments**

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Decentralized Contracting Ordering Officer Appointment

■ Examples

- Blanket Purchase Agreements (BPAs)**
- SF44 - Purchase Order-Invoice-Voucher**
- Government-wide Purchase Card (GPC)**

■ Steps Involved

- Appointment in writing by their CC**
- Solicit potential vendors**
- Establish Contractual Instrument (BPA)**
- Train the Ordering Officer (next couple of slides)**
- Notify Contractor**
- CCO must periodically accomplish surveillance**

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Ordering Officer Authority and Training

- **Provide Training on their Contractual Limitations**
 - **The Dos and Don'ts**
 - **Limitations (IAW FAR 13)**
 - **Funds reporting procedures, BPA Call Logs/Register**
 - **Standards of Conduct (they are an extension of the CCO!)**
 - **Officially Appointed**
 - **Authority must be in writing**
 - **Ordering Officer signs acknowledging training**
 - **Provide Contractors with Ordering Officer's**
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Customer Training

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- **AF Form 9 - Request for Purchase**
- **SF 44 Training**
- **Blanket Purchase Agreements**
- **Quality Assurance**
- **Sole Source / Brand Name Justifications**
- **DD Form 250 - Receiving Reports**
- **Ratification Action**
- **How to work with contractors**

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Sole Source / Brand Name Justification

- **SOLE SOURCE (IAW FAR 6.302-1):**
 - A contract for the purchase of supplies or services that is entered into or proposed to be entered into after soliciting and negotiating with only one source.
 - Must be accompanied by a sole source justification letter!
- **BRAND NAME (IAW FAR 6.302-1):**
 - Exists when the requirement only allows for one manufacturer's item to fill a customer's need.
 - Must be accompanied by a brand name justification letter!
- **JUSTIFICATIONS (Requirements) are IAW FAR 6.303-1**

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Unauthorized Commitments

- **An Unauthorized Commitment Occurs when:**
 - Someone without proper authority obligates or de-obligates the government
 - Implied versus express authority
 - Splitting requirements
- **The Ratification Process:**
 - Individual submits written statement with all pertinent facts
 - Commanders forward a statement of facts and disciplinary actions taken and steps to prevent this from occurring again
 - CCO can only ratify if all requirements are met:
 - Government received benefit
 - Fair and reasonable pricing
 - Contracting Officer would have may the buy
 - Funds were available

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Summary

- **Centralized vs. Decentralized Contracting**
- **Ordering Officer Appointment and Authority**
- **Customer / Ordering Officer Training**
- **Unauthorized Commitments**

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Questions?



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